

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 04-06

ISSUE DATE: 02/18/2004
DISPOSAL DATE: Ongoing

RE: COUNTY AGENCY
FINANCIAL REPORTING
AND REIMBURSEMENT

To: County Human and Social Services Agency Directors

From: Bill Clingan /s/
Division Administrator

PURPOSE

This memo explains reporting requirements for county human and social service agencies and the method that the Department of Workforce Development (DWD) will use to reimburse county agencies for expenditures under 2004 contracts with the Division of Workforce Solutions.

This memo applies only to counties with Wisconsin Works (W-2) and other contracts with DWS. Private agencies are paid according to 100% Time Reporting requirements.

BACKGROUND

In 2003, DWD implemented both the new Central Office Reporting (COrE) system and Random Moment Sampling (RMS). With the implementation of RMS in 2003 programs, counties administering DWS programs expressed concerns over being reimbursed through this method. Because DWD is required to use this method for drawing Federal funds, we will continue to use RMS for that purpose. Counties are required to comply with RMS reporting requirements.

However, there is no requirement that counties be paid using the RMS statistics. Therefore, the Departments of Workforce Development (DWD) and Health and Family Services (DHFS) worked with a RMS advisory group comprised of county representatives to reach consensus on how counties would be reimbursed.

REPORTING AND PAYMENT PROCESS

DWD will reimburse counties for their direct costs plus appropriate county allocated non direct costs as determined by internal county processes. Reimbursement will be subject to limitations including contract amount, actual expenses, available Federal funds and DWD ability to draw available Federal funds based on RMS. DWD will use the reported county direct costs plus the RMS allocated costs for Federal claiming purposes only.

ACTION NEEDED

Complete the appropriate reporting forms monthly. Use the county allocation process to determine the county non direct and allocated costs.

For more detail on this approach and on how to complete the forms, please see the CORE Home Page at <http://www.dwd.state.wi.us/core/default.htm>.

QUESTIONS

Any questions regarding this information should be directed Sue Losen, Administrative Service Division, Bureau of Finance, (608)266-7915.